



Department of Community Development, P. O. Box 427, Herndon, Virginia 20172-0427

**HERITAGE PRESERVATION REVIEW BOARD**  
**APPLICATION FOR A MASTER SIGN PLAN PERMIT**

The undersigned hereby applies for a Certificate of Appropriateness for a Master Sign Plan Permit located in the Heritage Preservation Overlay District under the provisions of § 78-202.8 of the Herndon Town Code. The undersigned certifies that all information in this application is true and correct and that the requirements of this application have been read and are understood. The undersigned also understands that staff recommends that he or a duly appointed representative attend the public hearing.

Submittal of this form with original signatures is **required.** *PLEASE PRINT OR TYPE (Unless otherwise indicated.)*

**Subject Property Information**

Address of Subject Property: \_\_\_\_\_

Brief Description of Proposal: \_\_\_\_\_

Name of Business Establishment  
Associated with this Application: \_\_\_\_\_

Building/Development Name: \_\_\_\_\_

Lot area (site area): \_\_\_\_\_

Type of Use (please specify whether  
commercial, industrial, office,  
residential, or other): \_\_\_\_\_Related Applications or Plans (i.e.  
Site Plan, Plan Revision, SE, BZA)  
and Date of Approval (if applicable): \_\_\_\_\_**Applicant Information**

Name and Title of Property Owner: \_\_\_\_\_

Mailing Address of Property Owner: \_\_\_\_\_

Telephone Number(s) where Property  
Owner may be reached: \_\_\_\_\_

Fax number of Property Owner: \_\_\_\_\_

E-mail address of Property Owner: \_\_\_\_\_

**Signature of Property Owner  
(Applicant):** \_\_\_\_\_(Original Signature Required. No faxes or  
stamps.)

## HERITAGE PRESERVATION REVIEW BOARD

## MASTER SIGN PLAN PERMIT APPLICATION - CONTINUED

**Agent or Representative  
Information** (If different than above.)Name and Title of Agent or  
Representative: \_\_\_\_\_Mailing Address of Agent or  
Representative: \_\_\_\_\_Telephone Number(s) where Agent or  
Representative may be reached: \_\_\_\_\_Fax number of Agent or  
Representative: \_\_\_\_\_

E-mail of Agent or Representative: \_\_\_\_\_

**Signature of Agent or  
Representative:**(Original Signature Required. No faxes or  
stamps.) \_\_\_\_\_**Tenant Information (if applicable)**

Name and Title of Tenant: \_\_\_\_\_

Mailing Address of Tenant: \_\_\_\_\_

Telephone Number(s) where Tenant  
may be reached: \_\_\_\_\_

Fax number of Tenant: \_\_\_\_\_

E-mail of Tenant: \_\_\_\_\_

**Signature of Tenant:**(Original Signature Required. No faxes or  
stamps.) \_\_\_\_\_**For Office Use Only:**

Application Received by:	Date:	
Fee Paid:	Case No:	
Public Hearing Date:	Action:	
Tax Map Reference Number:	Zoning District:	
Status of Taxes: <input type="checkbox"/> Paid <input type="checkbox"/> Delinquent		

## HERITAGE PRESERVATION REVIEW BOARD

### MASTER SIGN PLAN PERMIT APPLICATION - CONTINUED

#### APPLICATION REQUIREMENTS

##### Item

- 1

 One (1) letter describing the proposed master sign plan and a list of all materials submitted, including but not limited to photographs, building material samples and displays.
- 2

 One (1) completed application form with all required signatures, including the signature of the property owner on which the sign or signs will be located.
- 3

 Application fee payable by either check or cash. Credit cards are not accepted.
- 4

 Labeled photographs of the entire store front, tenant front and building on which the signs will be placed (all existing signs on the building should be shown.) The placement of the proposed signs must be indicated on the photographs.
- 5

 Eight (8) copies of a color drawing of the entire store front, tenant front or building façade that identifies the location of the signs. The drawing and copies should indicate the length of the store front, tenant front or building wall on which the signs are to be placed. All drawings must be to scale and scale must be indicated. If window signs are to be included, the dimensions of the window or windows should be indicated in addition to the information above.
- 6

 Eight (8) copies of a detailed color drawing of the proposed signs. The drawing must indicate the following items: (a) accurate colors and fonts (b) method of illumination, (c) structural details of sign, (d) dimensions of all letters, logos, line spacing, etc. and (e) method of attachment to the structure. All drawings must be to scale and scale must be indicated. See User's Guide to the Herndon Zoning Ordinance #3. Signs for a description of the method used for calculating sign area.
- 7

 Eight (8) copies of the sign location detail. Drawings must indicate the following items: (a) footprint of the building, (b) adjacent parking area, (c) nearby vehicle entrances, (d) public and private sidewalks, (e) side property lines, and (f) proposed location of the sign. All drawings must be to scale and scale must be indicated.
- 8

 Samples of all exterior materials and colors proposed for the sign or signs. Samples are not to exceed one square foot.
- 9

 One (1) electronic copy of the sign location detail, drawings and photographs (if digital).

**Note:** If the sign or signs are presently erected or if a new sign face is being installed into an existing frame or housing, all materials listed above are still required.

**HERITAGE PRESERVATION REVIEW BOARD**  
**INFORMATION SHEET**

**2010**

The Heritage Preservation Review Board holds a public hearing on the third Monday of the month unless otherwise indicated on the Herndon Town Calendar. Work sessions are held on the Wednesday prior to that meeting. The public hearing starts at 7:00 p.m. and takes place in the Mary Ingram Council Chambers located at 765 Lynn Street, Herndon, Virginia. The work session also starts at 7:00 p.m. and takes place in the Hoover Conference Room of the Council Chambers at the same location.

Although not required, applicants are highly encouraged to attend the work session as their applications will be discussed informally by the Board. Should you or your representative not attend the public hearing to address any issues that the Board may have, the application will likely be denied.

The deadline for filing new applications is approximately 30 days prior to the regularly scheduled public hearing. The completed application, all required materials and the application fee must be submitted no later than 4:00 p.m. on the application deadline date. **Please note that the applications must be complete and that it is the applicant's responsibility to insure completeness. Late or incomplete applications will not be accepted or placed on the Board's upcoming agenda.** Applicants are encouraged to submit their application two to three days prior to the deadline and to have their applications reviewed by Town staff for completeness. Meetings with staff prior to the submission deadline are encouraged and may be arranged by appointment.

**HPRB 2010 application deadline, work session and public hearing dates:**

<b><u>APPLICATION DEADLINE</u></b>	<b><u>WORK SESSION</u></b>	<b><u>PUBLIC HEARING</u></b>
December 21, 2009	January 20, 2010	January 25, 2010
January 22, 2010	February 17, 2010	February 22, 2010
February 12, 2010	March 10, 2010	March 15, 2010
March 19, 2010	April 14, 2010	April 19, 2010
April 16, 2010	May 12, 2010	May 17, 2010
May 21, 2010	June 16, 2010	June 21, 2010
June 18, 2010	July 14, 2010	July 19, 2010
July 16, 2010	August 11, 2010	August 16, 2010
August 20, 2010	September 15, 2010	September 20, 2010
September 17, 2010	October 13, 2010	October 18, 2010
October 15, 2010	November 10, 2010	November 15, 2010
November 12, 2010	December 8, 2010	December 13, 2010

If you have additional questions or would like to arrange an appointment, please contact the Town of Herndon Department of Community Development at (703) 787-7380. Town offices are located at 777 Lynn Street and are open from 8:00 a.m. to 5:00 p.m., Monday through Friday.